

## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 12-21**

**OPEN TO:** All Interested Candidates - All sources

**POSITION:** Information Assistant PSA-09; FP-5\*

**OPENING DATE:** August 23, 2012

**CLOSING DATE:** September 5, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): 17, 464, 083 CFA p.a. (Starting salary)  
(Position Grade: PSA-09)

\*Not-Ordinarily Resident (NOR): \$50,043\*USD p.a. (Starting salary)  
(Position Grade: FP-5).  
(\*): Final grade will be determined by the appropriate Washington or US headquarters office

**\*The training grade 8 level may apply to selected candidate, based on his or her qualification, experience or English Language Proficiency.**

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Libreville is seeking an individual for the position of **Information Assistant** in the Public Affairs Section.

### **BASIC FUNCTION OF POSITION**

Under the supervision of the Public Affairs Officer (PAO), the Information Assistant (IA) is responsible for information outreach initiatives for the U.S. Embassy, including press events, media relations, training and professional exchanges for media contacts, and usage of all available media tools including traditional print, radio or television as well as social media tools such as SMS, Facebook, and blogs. The IA is a key advisor to the PAO on Gabonese trends reflected in the media and how to best communicate U.S. messages to the public in the Gabonese Republic. The IA assists in the reporting of media advisories, press releases, and cables. The IA also assists U.S. Embassy staff in Sao Tome & Principe on media-related activities, when needed.

1. A copy of the complete position description listing all duties and responsibilities is available online at: [http://libreville.usembassy.gov/embassy\\_employment.html](http://libreville.usembassy.gov/embassy_employment.html) or through the Human Resources Office at: 00(241) 01.45.72.70. / 01.45.72.33./ or 01.45.72.49

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

### **1. Education**

A college degree in the liberal arts, political science, economics, journalism, international relations or related fields is required. Specialized training in press and publications, writing, radio or TV is required. Extensive experience with social media tools such as Facebook, blogs, Twitter, and SMS as a media tool is preferred.

### **2. Prior work experience**

Five years of progressively responsible experience in communications media, as a journalist or radio/TV broadcaster, is required. Experience as an audio-visual specialist or computer specialist will be considered if the work has been carried out with a media organization.

### **3. Language Proficiency:**

Level IV (fluent) in written and spoken English and French. Level V preferred.

### **4. Post Entry Training:**

Reading and periodic review of U.S. policy, both foreign and domestic.

### **5. Job Knowledge:**

Thorough knowledge and understanding of Gabon's media, social, political, and economic institutions and processes. General knowledge of the United States, U.S. policies and U.S. social, political and economic institutions and processes. Understanding of and competence in public diplomacy programming.

### **6. Skills and Abilities**

Ability to establish necessary rapport with key media contacts and interpret attitudes and actions in order to satisfactorily perform work requirements. Ability to establish priorities to set and meet deadlines. Clear and concise writing skills in French and English for drafting and editing. Skilled in the use of all social media and 21st Century technology tools to promote U.S. messages in Gabon.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position title
- B. Position grade
- C. Vacancy announcement number (if known)
- D. Dates available for work
- E. First, middle, and last names as well as any other names used
- F. Date and place of birth
- G. Current address, and day, evening, and cell phone numbers
- H. U.S. citizenship status (yes or no) & status of permanent U.S. resident (yes or

no; if yes, provide number)

I. U.S. social security number and/or identification number

J. Eligibility to work in Gabon (yes or no)

K. Special accommodations the Mission needs to provide

L. If applying for position that includes driving a U.S. Government vehicle,  
Driver's License Class / Type

M. Days available to work

N. List any and all relatives or members of your household that work for the U.S.  
Government (include their name, relationship, and agency, position, location)

O. U.S. Eligible Family Member and Veterans Hiring Preference

P. Education

Q. Licenses, skills, training, membership, and recognition

R. Language skills

S. Work experience

T. References

## **SUBMIT APPLICATIONS TO**

Human Resources Office

U.S. Embassy,

B.P. 4000 Libreville

Copies of the application can be obtained on the U.S. Embassy website at:

[http://libreville.usembassy.gov/embassy\\_employment.html](http://libreville.usembassy.gov/embassy_employment.html).

## **POINT OF CONTACT**

Human Resources Office

Tel.: 00(241) 01.45.71.00

Or : 00(241) 01.45.72.70

: 00(241) 01.45.72.33

: 00(241) 01.45.72.49

## **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:**

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

**4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:**

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. social security number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A foreign national or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFM's without US Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: September 5, 2012**

The U.S. Embassy in Libreville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.